

**100% PHOTO ID CHECK  
TO ENTER THE BUILDING**

**Hours of Operation:  
8:30 am - 4:00 pm**



**3720 MARTIN LUTHER KING AVE., SE  
WASHINGTON, DC 20032  
202-741-7747  
www.dcnetworks.org**

**Walk In Services  
Tuesday - Thursday, 9:00 am - 11:30 am**

**DECEMBER 2012**

**Unemployment Compensation  
Daily, 9:00 am - 3:00 pm**

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<b>3</b>  <b>Resume Building 100</b> 9:30am-10:30am Room 103  <b>Navigating DCNetworks</b> 2:30pm-3:30pm Room 102	<b>4</b> <b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)  <b>Resume Building 200</b> 9:30am—11:00am Room 103  <b>General Orientation and Training Information Workshop</b> 2:30 pm– 4:00 pm Room 250	<b>5</b> <b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250  <b>Resume Building 200</b> 2:30pm-3:30pm Room 102	<b>6</b>  <b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250  <b>Interviewing Skills</b> 10:00am—11:00am Room 102	<b>7</b>  <b>CASAS Exam</b> 10:00 am-2:00 pm Room 248
<b>10</b>  <b>Resume Building 100</b> 9:30am-10:30am Room 103	<b>11</b> <b>Re Employment Program</b> 9am-12noon Room 250 (By Invitation Only)  <b>General Orientation and Training Information Workshop</b> 2:30 pm– 4:00 pm Room 250	<b>12</b> <b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250  <b>Resume Building 200</b> 2:30pm-3:30pm Room 102	<b>13</b>  <b>Re Employment Program</b> (By Invitation Only) 9:00am-12:00 Noon Room 250  <b>Bank on Your Money</b> 9:30am—10:30am Room 102	<b>14</b>
<b>17</b>  <b>Resume Building Workshop</b> 9:30am-10:30am Room 103	<b>18</b>  <b>General Orientation and Training Information Workshop</b> 2:30 pm– 4:00 pm Room 250	<b>19</b>  <b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250	<b>20</b>  <b>Resume Building Workshop</b> 2:30pm-3:30pm Room 102	<b>21</b>  <b>CASAS Exam</b> 10:00 am-2:00 pm Room 248
<b>24</b>  <b>Resume Building Workshop</b> 9:30am-10:30am Room 103	<b>25</b>  <b>CHRISTMAS DAY</b>  <b>Observed</b>  <b>CENTER CLOSED</b>	<b>26</b>  <b>General Orientation and Training Information Workshop</b> 9:00 am - 10:30 am Room 250	<b>27</b>  <b>Resume Building Workshop</b> 2:30pm– 3:30pm Room 102	<b>28</b>
<b>31</b>  <b>Resume Building Workshop</b> 9:30am-10:30am Room 103				

## **Calendar Schedules are Subject To Change**

### **First Come, First Served Seating.**

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

### **Inclement Weather Policy**

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 741-7747.**

### **General Orientation and Training Information Workshop**

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process. **Seating capacity 25**

### **Resume Building 100 and 200 Workshop**

**Resume 100** workshop focuses on the elements of building a professional resume and will discuss the 3 main resume types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 25**

**Resume 200** workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

**Seating capacity 25.**

### **Navigating DCNetworks**

Participants will learn how to successfully navigate in DCNetworks.org to create job searches, set-up Virtual Recruiters, create Resumes and other features to assist with their employment search. **Seating capacity 10**

### **Interviewing Skills**

Participants will learn how to answer the top ten questions asked during an interview to obtain more successful results and land the job. **Seating capacity 25.**

### **Bank on Your Money, from Bank on DC**

A Financial Literacy Workshop, "The "Bank on Your Money" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

### **Microsoft Digital Alliance Workshop**

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a four (4) week commitment, three days per week. Customers must pre-register by contacting T. Bradley at 202-724-7747 **Reservations are required. Seating Capacity 14.**

### **Unemployment Insurance Benefits Services**

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim. 8:30 a.m. - 3:00 pm. (service

### **The Education Counselor for Educational Opportunity Center is available on the following dates and times:**

Mr. Pryor

1<sup>st</sup> and 2<sup>nd</sup> Tuesdays - 2:30pm – 4:00pm

2<sup>nd</sup> and 3<sup>rd</sup> Wednesdays – 9am – 3pm

Located on the 2<sup>nd</sup> floor, Room 217

**REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.**